

Manufacturer Dealer Application Checklist

Office Use Only

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A new motor vehicle dealer, manufacturer, distributor, factory branch, distributor branch, importer, or franchisor may not engage in business in Montana until licensed by the department.

A Manufacturer/Distributor/Importer's license and plates, if applicable, will be issued for the manufacturer of new motor vehicles. New motor vehicles include cars, trucks, rugged terrain, vans, buses, motor homes, snowmobiles, motorcycles, quadricycles and personal watercraft. **This license expires June 30, with no grace period.**

It is advised that you keep this information for your files, as it outlines the regulations and procedures for complying with the laws governing the business.

All forms are available online at <https://doj.mt.gov/driving/forms>.

Manufacturer licenses will not be issued at the Title and Registration Bureau's counter on a same-day basis.

Laws and regulations for a Montana manufacturer, distributor, factory branch, distributor branch, importer or franchisor can be found at the following website: http://data.opi.mt.gov/bills/mca_toc/61_4_2.htm

- Definitions: MCA 61-4-201
- License requirements: MCA 61-4-202
- Filing agreement – product liability: MCA 61-4-204
- Limitations on cancellation and termination: MCA 61-4-205
- Objections – hearing: MCA 61-4-206
- Prohibited acts: MCA 61-4-208
- Cease and desist orders: MCA 61-4-209
- Damage notice: MCA 61-4-212
- Manufacturer's representative's license plates: MCA 61-4-221
- Manufacturer's representative license plate fees: MCA 61-4-222
- The Montana code governing the buy back of products when a franchise agreement is cancelled can be found under MCA 30-11-70 at the following website: http://data.opi.mt.gov/bills/mca_toc/30_11_7.htm

The following items are required to be submitted to the Title and Registration Bureau:

- ☐ Completed and signed application (MV25MFG)
 - Indicate the name, address and contact information for each factory branch, distributor branch and agent or representative that coordinates and promotes sales efforts with the Montana dealer(s).
 - Indicate the dealer(s) within the State of Montana that receive new motor vehicles and the makes sold by each dealer.
 - A dealer having multiple locations must be indicated as a separate entry.
- ☐ A copy of the Manufacturer Certificate of Origin (MCO) for each vehicle offered for sale, lease or distribution under a common name, trademark or service mark
 - The MCO must indicate the make name and model of each vehicle manufactured and distributed to a Montana dealer. The make indicated on the MCO must comply with National Crime Information Center (NCIC) standards. Any MCO not in compliance may be returned to you for correction, causing a delay in the sale to dealer or customer. The following website provides a list of standard approved make codes: <https://info.publicintelligence.net/NCICVehicleCodes.pdf>
- ☐ A copy of a blanket sales agreement between the manufacturer and the dealer(s) in this state
- ☐ A copy of the delivery and preparation obligations required to be performed by the dealer(s) prior to the delivery of the vehicle to the buyer
- ☐ Fee of \$15.00

Qualifying representatives of manufacturers as defined in MCA 61-4-221 may obtain license plates for display on a motor vehicle used solely for business purposes.

- ☐ Complete the plate order form (MV35MFG)
- ☐ Remit the fee of \$260.00 for the first set of plates and \$30.00 for each additional set

Upon receipt of the completed forms, the department will process your application for licensure.

Approximate time to process a license is three weeks.

Montana county and state authorities reserve the right to reject any form that has been altered.